

COMSCINST 5040.2C w/CH-1	COG CODE N00I	DATE 28 JUN 1991
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DEPARTMENT OF THE NAVY
 COMMANDER MILITARY SEALIFT COMMAND
 WASHINGTON NAVY YARD BLDG 210
 901 M STREET SE
 WASHINGTON DC 20398-5540

COMSCINST 5040.2C
 N00I
 28 June 1991

COMSC INSTRUCTION 5040.2C

Subj: COMMAND INSPECTION PROGRAM

Ref: (a) OPNAVINST 5040.7K
 (b) OPNAVNOTE 5040 of 10 Jan 1991 (SECNAV/CNO Special Interest Items)
 (c) NAVCOMPT Manual, Volume 4
 (d) CSP 1
 (e) CMS 4L
 (f) OPNAVINST 5100.19B
 (g) NAVMED P5010

Encl: (1) Command Inspection Guidelines for USNS Ships
 (2) Command Inspection Guidelines for Shore Activities

1. Purpose. To publish the policies and objectives of the MSC Command Inspection Program in accordance with reference (a). This is a complete revision and should be read in its entirety.
2. Cancellation. COMSCINST 5040.2B.
3. Applicability. This instruction applies to all civil service manned USNS ships, squadrons, Area Commands, Subarea Commands, offices and units. All inspections ashore and afloat performed by MSC inspectors are conducted as part of the MSC Command Inspection Program. Except for follow-up action, this instruction does not apply to audits, Procurement Management Reviews, Personnel Management Evaluations, one-time inspections and special purpose reviews and evaluations conducted by Navy Department officials or by other appropriate authorities. Subordinate commands shall advise COMSC promptly when notified that any of the foregoing inspections, audits or evaluations are scheduled.
4. Objective. To assess the readiness, performance, effectiveness and efficiency of MSC ships, squadrons and shore activities and evaluate their ability to accomplish assigned missions.
5. General Policies
 - a. MSC ships will be inspected following procedures in enclosure (1). MSC squadrons and shore activities will be inspected following procedures in enclosure (2).

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b. The Immediate Unit Commander (IUC), the next senior officer in the administrative command structure of the ship or activity, will conduct command inspections. COMSCLANT and COMSCPAC are the IUCs for those ships administratively assigned. The Inspector General for each IUC is that person with overall responsibility for the IUC's Command Inspection Program. For COMSCEUR/ COMSCFE, this responsibility is a collateral duty of the Chief Staff Officer. However, per reference (a), the inspecting official, whether titled "Chief Inspector" or "Senior Member" performs an "Inspector General" function.

c. Command inspections will be conducted by the IUC at least every 3 years for MSC Area Commands, every 2 years for other shore activities and the Fast Sealift Squadron, and annually for the MPS Squadrons. MSC ships will be inspected every 15 months, +/- 3 months based on the IUC's evaluation. All areas must be inspected. Waivers will be considered by COMSC and requests shall be submitted in writing with full justification not less than 7 days before the inspection. Command inspections of shore activities will normally be scheduled within 6-9 months of the Commander's projected rotation date.

(1) MSC Area Commands 5 days

(2) MSC Subarea Commands 3 days

(3) MSC Offices/Units/Squadrons 2 days

(4) USNS ships (including Phase III underway) 4 days

d. Inspections shall provide a realistic evaluation of the ability of a ship or shore activity to perform assigned missions and shall focus on significant deficiencies affecting material condition, readiness and efficiency. Advance preparation by the inspection team and the inspected activity will contribute to the overall quality of the inspection. Expending man-hours or funds for cosmetic or non-essential administrative preparation is a waste of assets and negates the value of the inspection.

e. Overall evaluation of a ship or shore activity and the evaluation of individual departments afloat and ashore may be unsatisfactory, marginal, satisfactory, highly satisfactory, excellent or outstanding as appropriate. Superlatives shall be reserved for truly deserving units and shall not be used for average performers. For ship inspections, the evaluations will serve as the basis for scheduling the next command inspection in accordance with paragraph 5c.

f. Inspections shall include a review of implementation of recommendations and status of corrective action from previous inspections, audits or evaluations by other activities and will comply with follow-up procedures in enclosures (1) and (2).

g. The Command Inspection System (COINS) is an automated database to provide a record of inspection for each ship. Data will be compiled to identify and review trends among ships. Raw data will be provided to COMSC using the evaluation summary sheet from the formal inspection report.

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6. Items of Special Interest

a. SECNAV/CNO Special Interest Items for review during command inspections are issued annually in reference (b). Inspectors will ensure that special interest items listed in the notice are fully covered to the extent they are applicable. Findings and recommendations shall be included in the formal inspection report.

b. COMSC and/or IUCs may designate additional items of special interest to be reviewed during inspections.

7. Privileged Nature of Inspection Reports

a. Inspection reports inform senior officials of the conditions found at the time of inspection. However, reports prepared by Inspectors General and other officials performing inspection functions are not routinely accessible to other government organizations or to the public. Inspectors serve as a Commander's confidential representative in evaluating the internal management, operation, and administration of command. Indiscriminate distribution of inspection reports tends to inhibit a full and frank exchange of views between inspectors and individuals in the inspected commands and could limit the effectiveness of inspection reports as a command management tool. The complete caveat concerning release of information in inspection reports contained in reference (a) shall be stated verbatim in the last paragraph of each inspection report.

b. If a request for an inspection report, portions thereof, or correspondence related thereto is received from a governmental source outside the Department of the Navy, the inspecting authority shall refer this request promptly to COMSC for coordination and subsequent clearance with NAVINSGEN.

8. Action

a. COMSC will:

(1) Schedule and conduct command inspections of Area Commands following the guidance above and the guidelines in enclosure (2).

(2) Issue the schedule for Area Command inspections to be conducted during the next two fiscal years by message by 30 September. Specific dates will be published not later than 60 days before the inspection.

(3) Issue and update minimum inspection requirements.

(4) Provide a trained, qualified team of military and civilian personnel to conduct command inspections of Area Commands. The performance of this team of inspectors will be incorporated into their respective performance evaluations.

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(5) Reinspect within 60 days those functional areas evaluated unsatisfactory.

(6) Identify systemic weaknesses and problems which, if left unchecked can develop into major deficiencies and note management, administrative, and operational accomplishments which achieve cost savings and improve readiness.

b. COMSCLANT, COMSCPAC, COMSCEUR, and COMSCFE will:

(1) Schedule and conduct command inspections per enclosures (1) and (2). Guidelists provide the minimum standards for conducting command inspections and may be supplemented by material developed by the Area Commanders. Copies of supplemental material shall be provided to COMSC (N00I) for information. Ship inspections shall be conducted in CONUS prior to or upon completion of forward deployment.

(2) Coordinate command inspection schedules with appropriate Fleet CINCs/sponsors and ensure sufficient time is scheduled in advance for command inspections.

(3) Provide COMSC, sponsors and Operational Commanders by 30 September, a proposed schedule of command inspections to be conducted during the next fiscal year.

(4) Notify COMSC by message at least 30 days in advance when specific inspection dates are set for shore activities and at least 14 days in advance for ships/ squadrons.

(5) Designate the Inspector General as the central point of coordination with the staff to maintain control of inspection programs.

(6) Reinspect any ship or shore activity evaluated UNSAT overall within 60 days of the inspection and advise COMSC if this timeframe cannot be met. Reinspection of individual functional areas shall be at the discretion of the IUC and may be inspected using personnel from the field to save time and money.

(7) Ensure applicable regulatory/special category surveys and inspections are conducted following procedures in enclosure (1).

(8) Develop and administer an aggressive follow-up program to ensure prompt corrective action is taken.

(9) Correct, within 90 days of the command inspection, all deficiencies that are within the Area Commander's complete control, and direct corrective action for all deficiencies noted during inspection.

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(10) Submit written requests for waivers of/deviation from requirements of this instruction to COMSC in sufficient time for COMSC to act on request.

9. Forms. Inspection guides listed in enclosures (1) and (2) are available from the COMSC Records Management Division (N0021).

10. Report. The reporting requirements contained in this instruction are exempt from reports control by SECNAVINST 5214.2B.

Distribution:

SNDL 41B (MSC Area Commanders) (LANT and PAC only) (50)
41B (MSC Area Commanders) (FE, EUR, SWA only) (10)
41C (MSC Subarea Commanders)
41D3 (MSC Offices)
41G (COMFSRON ONE)
41J (OICMILDEPTs)
41K (MSC Units)
41L (COMPSRONs)
41M (TAGOS Support Units)
T-100 (Masters, civil service manned ships)

Copy to:

NAVINGEN

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COMMAND INSPECTION OF USNS SHIPS**1. Introduction**

a. The command inspection is a general management, administrative and material inspection of a USNS ship to evaluate readiness, effectiveness and efficiency in performing its assigned mission. Areas to be emphasized are leadership and management, effectiveness of training, the condition and adequacy of machinery, equipment and facilities, effectiveness of ship's preservation, maintenance and repair programs, the status of recommended repairs/alterations, compliance with laws, regulations and directives, implementation of the Equal Employment Opportunity program, handling of disciplinary problems, effectiveness of medical, occupational/ environmental health and safety programs, accident rates and the level of support provided to sponsors and U.S. Navy fleet units.

b. To reduce adverse impact on ship operating schedules and to achieve economies of funds and personnel resources, Area Commanders shall conduct simultaneously all possible inspections that comprise the ship inspection program, including evaluating crew performance during Phase III drills underway.

c. The size of the inspection team and the duration of the inspection may vary according to the size and mission of the ship. However, the inspection team must be able to inspect all applicable functional areas, including Phase III underway. Inspection team augmentees from MSC field activities should be utilized whenever possible.

d. IUCs shall tie up UNSAT ships immediately upon completion of the inspection and direct that the ship remain in port until mission degrading deficiencies are corrected and the ship is safe to steam. Chief inspectors shall identify specific action required to make the ship safe to steam. IUCs shall provide specific guidance to the ship and request assistance from local MSC activities as required.

e. CNO has approved the MSC Command Inspection Program for USNS ships as a substitute for Vulnerability Assessments and Management Control Program reviews aboard ship. Accordingly, inspectors shall identify systemic weaknesses and problems which have the potential to develop into major deficiencies.

f. Command inspection results will be considered in the selection of Smart Ship/VADM Gano Award winners. An UNSAT evaluation in a functional area may render a ship noncompetitive.

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2. Guidelines

a. Command inspections shall be conducted on ships in Full Operational Status (FOS). IUCs may conduct limited inspections (safety, DC/firefighting, etc.) on ships in Reduced Operational Status (ROS) as they deem necessary.

b. Inspections shall not be conducted within 30 days of a shipyard overhaul or other period of intensive crew change since this reduces the probability of attaining a valid evaluation. Exceptions to this policy can only be granted by COMSC. At the request of COMSCPAC, a standing exception has been granted for cable ships.

c. In addition to reviewing areas covered by inspection guidelists, results of each special category inspection/survey shall be reviewed during the inspection.

d. Other information readily available to inspectors should be used to analyze ship effectiveness and efficiency (BZs, "Days at Sea" reports, UNREP statistics and Budget Variance Reports, etc.)

e. The Master will brief the team upon arrival and discuss recent/projected operations and any specific problem areas for review. A "Master's Assessment" of the ship's condition shall be provided to the Chief Inspector at this time.

f. Ship functional areas are divided into the following two categories:

Category ALPHA (Operational)

UNREP
Damage Control/Firefighting
Phase III Drills
Engine Department
Medical Department
Environmental Health/Habitability
Safety
Industrial Hygiene
Logistics (T-AE/T-AF/T-AFS/T-AO)

Category BRAVO (Administrative)

Deck Department/NAV
Disbursing Function
EEO Program
MSC MILDEPT Administration
Logistics (all others)
CMS Account
Naval Warfare Pubs Library
Electronics
Communications (MILDET/Signal Br/Radio Officer)
Shipboard Physical
Security

g. MSC ships shall be graded UNSAT overall if one or more of the following criteria are met:

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(1) Unable to get underway/safely maneuver from point A to point B. Loss of watertight integrity, deficiencies in the propulsion system or with lifesaving equipment are UNSAT conditions. If unable to get underway due to a casualty, ship may be graded "Provisionally Satisfactory" if the Chief Inspector believes the casualty occurred despite satisfactory crew performance. In such cases, the Chief Inspector will provide an explanation in the "Quicklook" and report.

(2) Crew unable to demonstrate satisfactory firefighting skills or firefighting and emergency systems are inoperable.

(3) If it is evident, through inspection of ship systems and equipment that the ship cannot adequately perform its mission (UNREP ship unable to safely transfer cargo underway or T-ATF unable to tow/retrieve safely).

(4) UNSAT in two or more category ALPHA functional areas.

(5) UNSAT in five or more category BRAVO functional areas.

h. Evaluation of crew performance during Phase III portion of ship's inspection includes the following drills:

(1) Fire Drill (Major)

(2) Fire Drill (Minor)

(3) Collision Drill

(4) Abandon Ship Drill

(5) Man Overboard Drill

(6) Steering Casualty Drill

(7) Engineering Casualty Drill

(8) Personnel Casualty Control Drill

(9) CBR-D Drill

(10) Helicopter Fire Fighting/Rescue (Applicable ships)

Phase III portion of the command inspection shall be graded UNSAT if two or more drills are UNSAT. Any drill not conducted shall be graded UNSAT.

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i. Inspection deficiencies shall be divided into one of the categories listed below. Upon review, the Chief Inspector has authority to upgrade or downgrade deficiencies as appropriate. Moreover, if the chief inspector determines that any deficiency meets the criteria described in enclosure (4) of reference (a), appropriate action will be taken.

(1) Major Deficiency: A situation which has or could render the ship incapable of fully performing its mission; violate laws, regulations or policies; create unsafe or hazardous work environment which may cause death, severe personal injury or major equipment failure; or develop into such an unhealthy working/living environment that food borne illnesses or other illnesses are probable;

(2) Minor Deficiency: A situation which could escalate into a major deficiency.

j. IUCs will:

(1) Designate and train a core inspection team to conduct thorough inspections of each functional area. Inspectors shall be evaluated on their performance as inspection team members in their annual performance appraisals or evaluations.

(2) Provide the Master the name and security clearance of each member of the inspection team, the schedule of events, (arrival, briefing, inspection duration, Phase III schedule, critique and any other pertinent information) at least 14 days before the inspection.

(3) Conduct surprise disbursing inspections aboard USNS ships not less than once annually. These inspections shall be conducted independently of the command inspection unless the inspection is conducted on a surprise basis. (In addition to the disbursing inspection, a surprise verification of the Disbursing Officer's cash account is required to be performed at least quarterly per reference (c)).

(4) Conduct unannounced inspections of CMS accounts annually. References (d) and (e) require that unannounced inspections of CMS accounts be conducted at least once every 18 months. MSC has established a program to review afloat accounts annually.

(5) Schedule and conduct Occupational Safety and Health inspections per reference (f). These inspections may be combined with compliance inspections where the IUC is responsible for the inspection. The program is assigned to the ship's Safety Officer.

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(6) Acquire supply inspectors from COMNAVSURFLANT or COMNAVSURFPAC to inspect MSC ships which are required to maintain Special Accounting Category (SAC) 207 and 224 logistics material.

k. Chief Inspectors will:

(1) Conduct command inspections using inspection guidelists for each functional area listed in Appendix A. Upon arrival, the team will meet with ship's counterparts to introduce the team and explain the objectives of the inspection.

(2) Ensure each inspector reviews safety items in each functional area and refer identified deficiencies to the safety inspector for assignment of a Risk Assessment Code (RAC) per reference (f). Each inspector shall provide the safety inspector with written comments on each deficiency found. The safety inspector will consolidate the comments and include them in the formal inspection report. Overall grading of ship safety shall be determined by reviewing deficiencies in each functional area. Corrective action of RAC 1 or 2 deficiencies shall be given top priority. The master shall be notified prior to the team's departure and will review and approve interim corrective action.

(3) Conduct ship sanitation inspections per reference (g). In the event of an UNSAT Food Service Sanitation Inspection, reference (g) directs that food service operations be secured immediately until a passing grade is determined by the same inspector. Food service operations must cease immediately upon determination by the inspector that they are UNSAT.

(4) Conduct a critique at the end of inspection and provide the master with marked up copies of inspection guidelists listing all deficiencies. Inspectors shall brief their counterparts before the critique and provide concise comments on the guidelist. Corrective action to be taken by the ship shall be clear and understood by the master before the inspection team departs.

3. Reporting and Follow-up Procedures for Ship Inspections

a. Corrective action shall begin immediately upon completion of command inspections using marked up copies of inspection guidelists left with the ship. The master is responsible for correcting all deficiencies noted during the inspection. A preliminary POA&M addressing unsat functional areas and major deficiencies listed in the inspection quicklook shall be sent to the IUC, copy to COMSC, no later than 5 days after inspection. The initial status reports will include a POA&M for corrective action and is due not later than 30 days after receipt of the formal inspection report. Quarterly follow-up reports shall report on major deficiencies only, and indicate which items are complete. Status on major deficiencies shall be reported on subsequent reports until they are completed. Corrective action for some deficiencies is clearly beyond the capabilities of the ship's force and shall be so noted in the initial status report.

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b. The Chief Inspector shall issue an inspection summary report in the form of a "quick-look" message to the IUC, copy to COMSC, within 24 hours of the inspection using the format in Appendix B. Quick-looks shall report significant findings and provide an analysis of the severity of the problems noted. Quick-look messages must list, and include estimated completion dates (ECDs) for all major deficiencies in Damage Control, Engineering, and Safety.

c. The IUC shall issue a formal report not later than 30 days after each command inspection in the format provided in Appendix C. This report must include ECDs for all major deficiencies. Inspection reports shall be "stand alone" documents and contain amplifying information on unusual circumstances. Reasons for deviation from the projected plan of action not readily apparent from the report shall be explained.

d. IUCs shall include copies of inspection guidelists for UNSAT functional areas along with the formal inspection report.

e. Data for the COINS database will be taken from the inspection summary sheet, Attachment 1 to Appendix C, and be used to analyze trends and identify systemic weaknesses across the MSC fleet.

f. Each SECNAV/CNO Special Interest Item applicable to the ship, and items of special interest to COMSC and/or the IUC shall be commented on separately in each report.

g. When disbursing and CMS account inspections are conducted before the command inspection, results shall be included in the inspection report, otherwise results of these inspections shall be forwarded to the IUC's Inspector General, copy to COMSC, not later than 30 days after the inspection.

h. Chief Inspectors will:

(1) Include comments/observations on the overall conditions noted aboard ship during the course of the inspection.

(2) Provide a draft inspection report to the IUC not later than 15 days after the inspection using the format provided in Appendix C.

i. IUCs will:

(1) Review inspection reports and provide comments/ concurrence on the Chief Inspector's findings using the format provided in Appendix D. This endorsement shall identify corrective action required and provide clear assignment of responsibility for correcting deficiencies (ship's force, industrial assistance, Area Command etc.).

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(2) Single out UNSAT areas for specific comment in the endorsement. Emphasis must be placed on maintaining a dedicated program to correct UNSAT conditions and take steps to preclude reoccurrence. Corrective action shall support the priority that MSC places on readiness and safety.

(3) Assign responsibility for corrective action in the report endorsement and update this information after reviewing the initial status report from the ship.

(4) Review status reports and provide timely feedback reports to the ship. Feedback reports shall include updated status on all IUC action items, comments/ concurrence on action taken by the ship and confirmation on completed action items.

(5) Forward a copy of the initial follow-up report to COMSC not later than 90 days after inspection. Copies of subsequent follow-up reports shall be sent to COMSC until all action is complete. Follow-up reports shall be routed to cognizant directorates for comments.

j. Special category inspections, surveys and certifications are required to be conducted on USNS ships as indicated herein to fulfill regulatory requirements to maintain ships in design and class. Reporting requirements shall be in accordance with pertinent directives.

(1) American Bureau of Shipping and U.S. Coast Guard inspections normally will be conducted just before or during periods when ships are drydocked or undergoing extensive repairs or overhaul to minimize the need to open and test machinery and equipment.

(2) INSURV inspections are normally conducted on those ships not certified by the U.S. Coast Guard and are normally conducted 6 months prior to an overhaul. INSURV inspections include operational test of most installed equipment and machinery (communications equipment, transmitters, radars, replenishment at sea stations etc.) and should not be scheduled along with other evolutions which will impose restrictions on the INSURV team.

SPECIAL CATEGORY INSPECTIONS, SURVEYS AND CERTIFICATIONS
APPLICABILITY

ITEM	REQD		PERF		COG		AK														NOTES
	BY	REF	BY	FREQ	CODE	AE	AF	AFS	AG	AGDS	AGM	AGOS	AGS	AH	FBM	AKR	AO	ARC	ATF	ASHORE	
AVIAT	OPNAV	3120.20	NAV	ROH																	Only ships with Helo facilities Cert. to cl/lvl in COMSCINST 3120.15A
CERT	COMSC	3120.2	AIR	NLT																	
NONAV		3120.15	ENG	2																	
SHIPS			CEN	YRS	N7	X	X	X									X		X		
INSURV	OPNAV	4730.5	INSV	3																	Only ships not USCG cert.
	INS BD	9000.2	BOARD	YRS																	
NWAI				1																	
NTP1	OPNAV	5040.6	IUC	YR																	
DNSI				5 YRS	N9	X									X						
RAD																					
HLTH				1																	Required ships/shore with X-ray machines
SURV	NAVMED	P5055	IUC	YR	NOOM	X									X				X		
RAD																					
HLTH																					
FAC				1	NOOM						X										Required ships/shore with X-ray machines
SURV	NAVMED	6470.6	RHO	YR		X													X		
DERAT	SECNAV	6210	EPMU	6																	
CERT	NAVMED	6250.7B	NRMC	MOS	NOOM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
IND																					
HYG				1B																	
SURV	OPNAV	5100.19B	IH/IHO	MOS	NOOM	X	X	X	X	X	X		X	X	X	X	X	X	X	X	
NOISE	OPNAV	5100.19B	IH/IHO	**	NOOM	X	X	X	X	X	X		X	X	X	X	X	X	X	X	
CMS/	OPNAV	NWP-4		1																	
COMSEC		CMS-4	NSG	YR	N6	X	X	X									X	X	X		

Legend:

AVIAT CERT NONAV SHIPS: Certification of Aviation facilities on non aviation ships

NAV AIR ENG CEN: Naval Aviation Engineering Centers

INSV BD: Board of Inspections and Surveys

NWAI/NTPD/DNSI: Nuclear Weapons Acceptance Inspection/Nuclear Technical Proficiency Inspection/Defense Nuclear Surety Inspection

RAD HLTH SURV: Required for workplace with potential for radiation hazard exposure

Industrial Hygiene Survey required for CIVMAR and MILDET spaces

Noise ** Initial survey required, redone when situation changes

ITEM	REQD		PERF	FREQ	COG	AK															NOTES	
	BY	REF				AE	AF	AFS	AG	AGDS	AGM	AGOS	AGS	AH	AK	FBM	AKR	AO	ARC	ATF		
ABS		4700.2		60																		
CLASS	COMSC	4710.7	ABS	MOS	N7	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
USCG		4700.2		24																	Required USCG cert ships	
CERT	USCG	4710.7	USCG	MOS/	N7				X		X	X	X	X	X	X	X**	X	X			
MP				1 YR																		
CGO																						
GEAR				1																	N/A	
INSP	COMSC	4700.2	ABS	YR	N7	X	X	X						X	X	X	X				UNREP gear	
ELEV			SVC	1		Required on all ships with elevators																
INSP	COMSC		CONT	YR	N7	and dumbwaiters																
				WHEN																		
TEMP	OPNAV	C5510.93	SPAWAR	CHGD	N7	X	X	X			X			X				X	X	X		
PHYS																						
SEC				6																		
INSP	COMSC		NIS	MOS	N3D								X									
				18																		
SAC 207	NAVSUP		NAVSUP	MOS	N4		X	X														

Legend:

USCG Cert: U.S. Coast Guard Certification
USCG M/P: U.S. Coast Guard Mid Period Inspection
CGO Gear Insp: Cargo Gear Inspection
Elev Insp: Elevator Inspection
TEMP: Tempest Inspection
** 187 Class

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LIST OF SHIP INSPECTION GUIDELISTS

	<u>Functional Area</u>	<u>MSC Form</u>
1.	Deck Department	5040/28
2.	Engine Department	5040/36
3.	Damage Control/Firefighting	5040/29
4.	Medical Department	5040/37
5.	Environmental Health/Habitability	5040/34
6.	Industrial Hygiene	5040/38
7.	Safety	5040/32
8.	Logistics	5040/39
9.	Disbursing	5040/35
10.	Equal Employment Opportunity	5040/40
11.	MSC Military Department Administration	5040/41
12.	Communications (MILDET/Radio Officer)	5040/42/43/44
13.	CMS Account	5040/46
14.	Naval Warfare Publications Library	5040/31
15.	Electronics	5040/45
16.	Physical Security	5040/33
17.	Crew Performance/Phase III Drills	5040/30

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**SUMMARY OF MINIMUM REQUIREMENTS FOR COMMAND INSPECTION/
REINSPECTION QUICK-LOOK REPORTS**

- ISSUE QUICK-LOOK WITHIN 24 HOURS OF INSPECTION COMPLETION, INFO
COMSC/N00
- STATE INSPECTION DATES
- PROVIDE OVERALL EVALUATION
- LIST UNSAT FUNCTIONAL AREAS AND PROVIDE BRIEF EXPLANATIONS
- LIST AREAS NOT INSPECTED AND PROVIDE REASONS FOR DEFERMENTS
- IN DAMAGE CONTROL, ENGINEERING, AND SAFETY, LIST MAJOR DEFICIENCIES
AND PROVIDE ESTIMATED COMPLETION DATES (ECD). ECD FOR DEFICIENCY
REQUIRING A TRANSALT CAN BE ESTIMATED DATE OF TRANSALT REQUEST.
- LIST NOTEWORTHY POSITIVE ITEMS
- STATE INTENTIONS CONCERNING INSPECTION OF DEFERRED AREAS AND
REINSPECTION OF UNSAT AREAS
- IF SHIP NOT RFS, STATE REASONS AND PROVIDE POA&M TO GET UNDERWAY

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FORMAT FOR REPORTING SHIP COMMAND INSPECTIONS**Chief Inspector's Report**

From: Inspector General/Chief Inspector, Military Sealift Command, _____

To: Master, USNS _____

Via: Commander, Military Sealift Command, _____

Subj: COMMAND INSPECTION OF USNS _____ FOR FY _____

Ref: (a) OPNAVINST 5040.7K

(b) COMSCINST 5040.2C

Encl: (1) Inspection Evaluation Summary/COINS Data Sheet

(2) Report of Inspection Deficiencies

(3) Inspection Guidelist for Unsatisfactory Functional Area

1. In compliance with references (a) and (b), the command inspection of USNS _____ for FY ____ was conducted from _____ to _____ in _____ . The previous command inspection was completed on _____ .

2. An overall evaluation of Satisfactory/Unsatisfactory is recommended for the command inspection of USNS _____. The ship is/is not capable of performing its mission. Each area was inspected and found to be in compliance with directives/regulations/instructions of higher authority.

3. Enclosure (1) summarizes results of inspections conducted at this time. Enclosure (2) reports deficiencies noted during inspection and includes applicable SECNAV/ CNO/MSC Special Interest Items. A total of _____ major, and _____ minor deficiencies were noted. _____, _____ and _____ were Unsatisfactory. (Provide a concise summary of deficiencies which supports these evaluations.)

4. The inspection team and areas of responsibility are listed below:

<u>Name</u>	<u>Division</u>	<u>Functional Area Inspected</u>
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5. The Master and ship's officers responsible for functional areas during this inspection are listed below:

<u>Title</u>	<u>Name</u>	<u>Date Reported*</u>
Master		
First Officer		
Chief Engineer		
Radio Officer/OIC MILDEPT		
Supply Officer		
Medical Department Rep/Nurse		
Exchange Location Operator		

* If crewmember is aboard for 90 days or less, list previous crewmember for reference.

6. The information contained herein relates to internal practices of the Department of the Navy and is an internal communication within the inspecting command. This report of (inspecting authority) is not releasable, nor may its contents be disclosed outside of original distribution, nor may it be reproduced in whole or in part, without prior written approval of (inspecting authority). In accordance with reference (a), requests for this report, portions thereof, or correspondence related thereto, from a source external to the Department of the Navy shall be promptly referred to (inspecting authority), who shall further refer the request with recommended action thereon to the Naval Inspector General for Navy Department coordination and clearance. Holders of this report shall strictly observe this caveat.

COMMAND INSPECTION SUMMARY/COINS DATA SHEET

SHIP: USNS_____ AREA COMMAND: LANT/PAC

INSP DATE:_____ OVERALL EVAL: **O/E/S/M/U**

FUNCTIONAL AREA: Deck Department **O/E/S/M/U**

A.	Administration	O/E/S/M/U
B.	Tests/Inspections	O/E/S/M/U
C.	Drills	O/E/S/M/U
D.	Maintenance	O/E/S/M/U
E.	Navigation	O/E/S/M/U
F.	Helo Ops	O/E/S/M/U
G.	Cargo-POL	O/E/S/M/U
H.	Cargo-Dry	O/E/S/M/U
I.	UNREP	O/E/S/M/U

FUNCTIONAL AREA: Engine Department **O/E/S/M/U**

A.	Administration	O/E/S/M/U
B.	M&R	O/E/S/M/U
C.	Miscellaneous	O/E/S/M/U

FUNCTIONAL AREA: DC/FF **O/E/S/M/U**

A.	Administration	O/E/S/M/U
B.	Fittings	O/E/S/M/U
C.	Equipment	O/E/S/M/U
D.	DC Lockers	O/E/S/M/U

FUNCTIONAL AREA: Medical Department **O/E/S/M/U**

A.	General Administration	O/E/S/M/U
B.	Supply Administration	O/E/S/M/U
C.	Narcotics/Controlled Medicine	O/E/S/M/U
D.	Crew Training	O/E/S/M/U
E.	Clinical/Health Care Provider	O/E/S/M/U
F.	Patient Care	O/E/S/M/U
G.	EH/OH Disease Prevention	O/E/S/M/U
H.	Facilities	O/E/S/M/U
I.	Emergency Medicine Facilities	O/E/S/M/U

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USNS _____

FUNCTIONAL AREA: EH, Sanitation, Habitability

O/E/S/M/U

- | | | |
|----|---------------------------|-----------|
| A. | Vector Control | O/E/S/M/U |
| B. | Potable Water | O/E/S/M/U |
| C. | Marine Sanitation Devices | O/E/S/M/U |
| D. | Food Service Sanitation | O/E/S/M/U |
| E. | Habitability | O/E/S/M/U |

FUNCTIONAL AREA: Industrial Hygiene

O/E/S/M/U

- | | | |
|----|------------------------|-----------|
| A. | Program Administration | O/E/S/M/U |
| B. | Crew Performance | O/E/S/M/U |
| C. | Equipment | O/E/S/M/U |
| D. | Controls | O/E/S/M/U |

FUNCTIONAL AREA: Safety

O/E/S/M/U

- | | | |
|----|--------------------------------|-----------|
| A. | General Safety/Admin | O/E/S/M/U |
| B. | HM/HW | O/E/S/M/U |
| C. | Flammable Storerooms/Materials | O/E/S/M/U |
| D. | Acids/Gases | O/E/S/M/U |
| E. | Gas Free Engineering | O/E/S/M/U |
| F. | Davits | O/E/S/M/U |
| G. | Engineering | O/E/S/M/U |
| H. | Galley/Laundry | O/E/S/M/U |
| I. | Electrical | O/E/S/M/U |

FUNCTIONAL AREA: Logistics

O/E/S/M/U

- | | | |
|----|----------------------|-----------|
| A. | General Supply Mgmt | O/E/S/M/U |
| B. | Cosal Maintenance | O/E/S/M/U |
| C. | SAC 224/207 | O/E/S/M/U |
| D. | Fleet Frt | O/E/S/M/U |
| E. | Cargo Fuel Oil | O/E/S/M/U |
| F. | Food Prep/Sanitation | O/E/S/M/U |
| G. | Exch Loc/Sp/Svcs | O/E/S/M/U |
| H. | Purser/Admin | O/E/S/M/U |
| I. | Ammo | O/E/S/M/U |

USNS _____

FUNCTIONAL AREA: Disbursing

O/E/S/M/U

A.	Working Ashore	O/E/S/M/U
B.	Work abd Ship	O/E/S/M/U
C.	Control of Cash	O/E/S/M/U
D.	Receipts	O/E/S/M/U
E.	Disbursements/Vouchers	O/E/S/M/U
F.	Civilian Payroll	O/E/S/M/U
G.	Records/Rpts/Return	O/E/S/M/U

FUNCTIONAL AREA: EEO

O/E/S/M/U

A.	Admin	O/E/S/M/U
B.	Procedures	O/E/S/M/U
C.	CEAP	O/E/S/M/U
D.	CMEQ	O/E/S/M/U

FUNCTIONAL AREA: MILDET Admin

O/E/S/M/U/NA

A.	Organization	O/E/S/M/U
B.	Logistics	O/E/S/M/U
C.	Admin	O/E/S/M/U
D.	Mail, Corresp & Files	O/E/S/M/U
E.	Inst/Pubs/Notices	O/E/S/M/U
F.	Personnel Support	O/E/S/M/U
G.	Morale, Welfare, Leave	O/E/S/M/U
H.	Counseling/Training	O/E/S/M/U
I.	Personnel Inspection	O/E/S/M/U
J.	Enl Service Record	O/E/S/M/U
K.	Enl Evals	O/E/S/M/U

FUNCTIONAL AREA: NWPL

O/E/S/M/U/NA

FUNCTIONAL AREA: Comms/MILDET

O/E/S/M/U/NA

A.	Admin	O/E/S/M/U
B.	Facilities	O/E/S/M/U
C.	Classified Infor/Sec.	O/E/S/M/U
D.	Commercial Traffic	O/E/S/M/U
E.	Training	O/E/S/M/U
F.	PQS	O/E/S/M/U
G.	Planned Maintenance	O/E/S/M/U
H.	PMS	O/E/S/M/U
I.	Work Center Org.	O/E/S/M/U
J.	Cycle PMS	O/E/S/M/U
K.	Quarterly PMS	O/E/S/M/U
L.	Weekly PMS	O/E/S/M/U

FUNCTIONAL AREA: Signal Bridge

O/E/S/M/U/NA

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- | | | |
|----|----------------|-----------|
| A. | Administration | O/E/S/M/U |
| B. | Equipment/OPS | O/E/S/M/U |

FUNCTIONAL AREA: Comms/Radio Officer **O/E/S/M/U/NA**

- | | | |
|----|----------------------|-----------|
| A. | Administration | O/E/S/M/U |
| B. | Operations | O/E/S/M/U |
| C. | Security | O/E/S/M/U |
| D. | Equipment/Facilities | O/E/S/M/U |
| E. | Off-line Crypto | O/E/S/M/U |

FUNCTIONAL AREA: CMS Acct **O/E/S/M/U**

- | | | |
|----|---------------------------------|-----------|
| A. | General Rqmts | O/E/S/M/U |
| B. | CMS Records/Files | O/E/S/M/U |
| C. | Running Inventory | O/E/S/M/U |
| D. | Transact log/Transfer/Receipts | O/E/S/M/U |
| E. | Disposition/Destruction Records | O/E/S/M/U |
| F. | Inventory Reports | O/E/S/M/U |
| G. | Correspondence/MSG File | O/E/S/M/U |
| H. | Local Handling Destruction | O/E/S/M/U |
| I. | Crypto Equipment | O/E/S/M/U |
| J. | Emergency Action Plan | O/E/S/M/U |
| K. | Training Visit | O/E/S/M/U |
| L. | Physical Security | O/E/S/M/U |
| M. | CMD Involvement | O/E/S/M/U |
| N. | Dangerous Security Practices | O/E/S/M/U |

FUNCTIONAL AREA: Electronics **O/E/S/M/U**

- | | | |
|----|--------------------------------|-----------|
| A. | Administration | O/E/S/M/U |
| B. | Operations/Safety | O/E/S/M/U |
| C. | Department Planned Maintenance | O/E/S/M/U |
| D. | Work Center Org. | O/E/S/M/U |
| E. | Cycle PMS | O/E/S/M/U |
| F. | Quarterly PMS | O/E/S/M/U |
| G. | Weekly PMS | O/E/S/M/U |
| H. | Tests | O/E/S/M/U |
| I. | Commercial Equipment Tests | O/E/S/M/U |

FUNCTIONAL AREA: Physical Security **O/E/S/M/U**

- | | | |
|----|--------------------|-----------|
| A. | Personnel/Training | O/E/S/M/U |
| B. | Administration | O/E/S/M/U |
| C. | Small Arms/Ammo | O/E/S/M/U |
| D. | Equipment/Hardware | O/E/S/M/U |

FUNCTIONAL AREA: Crew Performance/Phase III Drills **O/E/S/M/U**

ATTACHMENT 1 TO APPENDIX C (Cont'd)

A.	Administration	O/E/S/M/U
B.	Drills	O/E/S/M/U
1.	Major Fire	O/E/S/M/U
2.	Minor Fire	O/E/S/M/U
3.	Collision Drills	O/E/S/M/U
4.	Abandon Ship	O/E/S/M/U
5.	Man Overboard	O/E/S/M/U
6.	Steering Casualty	O/E/S/M/U
7.	Engrg Casualty	O/E/S/M/U
8.	Personnel Casualty	O/E/S/M/U
9.	CBR-D	O/E/S/M/U
10.	Helo	O/E/S/M/U

28 June 1991

FORMAT FOR REPORTING SHIP COMMAND INSPECTIONS

IUC ENDORSEMENT

FIRST ENDORSEMENT on Chief Inspector, MSC_____ ltr Ser_____

From: Commander, Military Sealift Command, _____

To: Master, USNS _____

Subj: COMMAND INSPECTION OF USNS _____ FOR FY _____

1. Forwarded, concurring in overall grade of Satisfactory/Unsatisfactory.
2. Provide specific comments, including corrective action required, amplifying information and dates of reinspection for functional areas which were evaluated as Unsatisfactory.
3. Comments on major deficiencies, which warrant specific attention.
4. Items for Area Commander's action and current status if known.
5. Reporting requirements, including dates for the initial status report.

28 June 1991

COMMAND INSPECTION OF SHORE ACTIVITIES**1. Introduction**

Command inspections of shore activities examine and evaluate the readiness, effectiveness and efficiency of the organization and its ability to perform its assigned mission. Emphasis will be placed on efficient utilization of personnel and assigned resources, compliance with laws, regulations and directives of higher authority, implementation of the Equal Employment Opportunity Program and overall support of sponsor and fleet requirements. Inspectors shall utilize this time to discuss issues that can only be resolved while on site and visit those organizations which interact closely with the inspected activity (CCPO, OCPM/EEO, SRFs, Family Service Centers, etc).

2. Guidelines**a. IUCs will:**

(1) Schedule command inspections of shore activities as required in paragraph 5c of the basic instruction and provide the activity with firm dates at least 60 days before the inspection.

(2) Assemble an inspection team commensurate with the size, mission and function of the activity to be inspected, ensuring that all functional areas are inspected.

(3) Provide the name and security clearance of each member of the inspection team, the areas to be inspected, the anticipated arrival of the team and schedule of events at least 30 days before the inspection.

(4) Ensure inspectors compile appropriate reference and background material to conduct a thorough inspection.

(5) Conduct a personnel inspection of MSC USN personnel assigned to the activity. During inspections of MSC Area Commands, COMSC will conduct an awards ceremony prior to the inspection critique.

b. Chief Inspectors will:

(1) Conduct an inspection of applicable functional areas listed in Appendix A, and review assigned SECNAV/CNO Special Interest Items, items of interest submitted by the command/office to be inspected or by other activities interacting with MSC.

(2) Identify findings using Appendix B. Inspectors shall coordinate recommendations which overlap into other functional areas and provide the inspection coordinator with a complete, well researched recommendation.

(3) Conduct a critique at the end of the inspection and provide the command with a draft copy of inspection findings. Individual inspectors shall discuss findings with their counterparts prior to the critique.

c. Inspected activities will present a command brief during pre-inspection briefings on the first day of the inspection to include:

(1) Comments on problem areas which are considered to be of special interest to the inspection party, and any additional items which the Commander/Commanding Officer/Officer in Charge (OIC) deems appropriate for investigation.

(2) Mission and functions

(3) Unique features of the activity

(4) Organizational structure

(5) Property/facilities owned/used

(6) Current readiness status

(7) Highlights of recent operational history

(8) Upcoming significant events

(9) Operating plans for the next 6 months

3. Reporting and Follow-up Procedures for Inspections Ashore

a. Chief Inspectors will:

(1) Prepare a summary report in the form of a "Quick-look" message to the IUC, copy to COMSC, following the format provided in Appendix C within 24 hours of the completion of the inspection. Quick-looks shall report significant findings and provide analysis of the severity of problems found.

(2) Prepare a draft inspection report to be left with the command allowing corrective action to begin immediately. The report shall contain all deficiencies, findings and recommendations that require action, shall address each SECNAV/CNO Special Interest Item, including items which are not applicable to the activity, and shall include notable accomplishments and improvements in the way the activity conducts business.

(3) Provide the IUC with a final draft inspection report for comment/concurrence not later than 15 days after the inspection, using the format provided in Appendix D.

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b. IUCs will

(1) Review inspection reports and provide comments/ concurrence on the Chief Inspector's findings using the format provided in Appendix E within 30 days of the inspection. Specific comments shall be made on any area found UNSAT. Endorsements shall identify corrective action required and provide clear assignment of responsibility for correcting deficiencies.

(2) Provide appropriate responses to activities which have submitted action items for review not later than 15 days after the formal inspection report is issued.

(3) Review status reports and provide timely feedback to the inspected activity. Feedback reports shall advise the activity which items are complete, and provide specific comments on items which require further action.

c. Inspected Activities will:

(1) Begin corrective action immediately upon completion of the inspection using the draft report provided prior to the team's departure. An initial status report shall be submitted in accordance with the direction provided in the final inspection report. Backup material, such as letters, instructions, MOUs or other correspondence completing a recommendation shall be included in all reports.

(2) Provide follow-on reports quarterly using Appendix F, reporting status on all outstanding recommendations. State which actions are complete and provide estimated completion dates (ECDs) for all outstanding items.

LIST OF INSPECTION CHECKLISTS FOR INSPECTIONS ASHORE

The following inspections comprise the Command Inspection Program. Checklists annotated with (*) are used for command inspections of Area Commands:

	Inspection Title	MSC Form
1.	Administrative Procedures	5040/47
2.	Command/Control Communications/ Computer Systems	5040/48
3.	Contracts*	5040/49
4.	Engineering	5040/50
5.	Equal Employment Opportunity	5040/51
6.	Hotline Program*	5040/52
7.	Inspections*	5040/53
8.	Legislative/Public Affairs*	5040/54
9.	Logistics	5040/55
10.	Manpower/CI VPERS/Training	5040/56
11.	Medical/Occupational Safety/Industrial Hygiene	5040/57
12.	MI LPERS/Command Chief/Leading Petty Officer/ Career Counselor/Substance Abuse/Physical Readiness	5040/58
13.	Office of Counsel/JAGMAN Investigations/FOI A*	5040/59
14.	Office of the Comptroller	5040/60
15.	Operations	5040/61
16.	Plans/Programs/Policy and Reserve Readiness	5040/62
17.	Security	5040/64

MSC INSPECTION REPORT FORM
MSC FORM 5041/8 (REV. 10-78)

*TAB NUMBER	DATE
INSPECTOR	
SUBJECT	
REFERENCE	
DISCUSSION	
RECOMMENDATIONS	

**Each one should be assigned the applicable area command code followed by a hyphen and a sequence number, i.e., 4E-3, 4E-4, etc.*

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**SUMMARY OF MINIMUM REQUIREMENTS FOR COMMAND INSPECTION/
REINSPECTION QUICK-LOOK REPORTS**

- ISSUE QUICK-LOOK WITHIN 24 HOURS OF INSPECTION COMPLETION, INFO COMSC/N00
- STATE INSPECTION DATES
- PROVIDE OVERALL EVALUATION
- LIST UNSAT FUNCTIONAL AREAS AND PROVIDE BRIEF EXPLANATION
- LIST AREAS NOT INSPECTED AND PROVIDE REASONS FOR DEFERMENTS
- LIST NOTEWORTHY POSITIVE ITEMS
- STATE INTENTIONS CONCERNING INSPECTION OF DEFERRED AREAS AND REINSPECTION OF UNSAT AREAS

28 June 1991

FORMAT FOR REPORTING COMMAND INSPECTIONS OF SHORE ACTIVITIES

CHIEF INSPECTOR'S REPORT

From: Inspector General/Chief Inspector, Military Sealift Command, _____
To: Commander/Commanding Officer, Military Sealift Command, _____
Via: Commander, Military Sealift Command, _____

Subj: COMMAND INSPECTION OF MILITARY SEALIFT COMMAND,

Ref: (a) OPNAVINST 5040.7K
(b) COMSCINST 5040.2C
(c) Message/Letter scheduling inspection

Encl: (1) Inspection Team/Key Staff Members, MSC _____
(2) Report of Inspection Deficiencies
(3) SECNAV/CNO Special Interest Items

1. In compliance with references (a) through (c), the command inspection of _____ was conducted from _____ to _____. The previous command inspection was completed on _____.

2. An overall evaluation of Satisfactory/Unsatisfactory is recommended for Military Sealift Command _____. Each area was inspected and found to be in compliance with directives/regulations/instructions of higher authority.

3. Enclosure (1) lists the inspection team and key staff members of MSC _____. Enclosure (2) summarizes inspection findings. Enclosure (3) identifies and addresses SECNAV/CNO/MSD Special Interest Items.

4. The information contained herein relates to internal practices of the Department of the Navy and is an internal communication within the inspecting command. This report of (inspecting authority) is not releasable, nor may its contents be disclosed outside of original distribution, nor may it be reproduced in whole or in part, without prior written approval of (inspecting authority). Per with reference (a), requests for this report, portions thereof, or correspondence related thereto, from a source external to the Department of the Navy shall be promptly referred to (inspecting authority), who shall further refer the request with recommended action thereon to the Naval Inspector General for Navy Department coordination and clearance. Holders of this report shall strictly observe this caveat.

28 June 1991

INSPECTION SUMMARY

Military Sealift Command _____

Overall Evaluation: SAT/UNSAT

A. INSPECTION TITLE**EVALUATION***

1. Administration Procedures
2. Command/Control Communications/Computer Systems
3. Contracts*
4. Engineering
5. Equal Employment Opportunity
6. Hotline Program*
7. Inspections*
8. Legislative/Public Affairs*
9. Logistics
10. Manpower/CIVPERS/Training
11. Medical/Occupational Safety/Industrial Hygiene
12. MILPERS/Command Chief/Leading Petty Officer/
Career Counselor/Substance Abuse/Physical Readiness
13. Office of Counsel/JAGMAN Investigations/FOIA*
14. Office of the Comptroller
15. Operations
16. Plans/Programs/Policy*
17. Reserve Readiness Program*
18. Security

* Evaluation shall be SAT, UNSAT or N/A.

B. SECNAV/CNO SPECIAL INTEREST ITEMS

FORMAT FOR REPORTING COMMAND INSPECTIONS OF SHORE ACTIVITIES

IUC'S ENDORSEMENT

FIRST ENDORSEMENT on Chief Inspector, MSC _____ ltr Ser _____

From: Commander, Military Sealift Command, _____

To: Commander/Commanding Officer, Military Sealift Command, _____

Subj: COMMAND INSPECTION OF MILITARY SEALIFT COMMAND, _____

1. Forwarded, concurring in overall grade of Satisfactory/Unsatisfactory.
2. Specific comments shall be provided here for functional areas which were evaluated as Unsatisfactory. Corrective action required, amplifying information and dates of reinspection shall be included.
3. Comments on major deficiencies, which warrant specific attention.
4. Items for Area Commander's action and current status if known.
5. Reporting requirements, including dates for the initial status report.

IMPLEMENTATION STATUS REPORT
OPNAV FORM 5040/2 (11-68)

STATUS AS OF (DATE)	REPORTED BY (ACTION OF/BUREAU/COMMAND)
ACTION OFFICER (NAME AND EXTENSION)	COORDINATING ACTION (OP/BUREAU/COMMAND)

IDENTIFICATION OF REPORT (NAVINGEN/COMMAND INSPECTION/AUDIT/AREA COORDINATION. INCLUDE SERIAL AND DATE..)

IDENTIFICATION OF ACTION ITEM (RECOMMENDATION NUMBER/PARAGRAPH NUMBER)

RECOMMENDATION

CURRENT IMPLEMENTATION STATUS (IF ACTION CONSIDERED COMPLETE, SO STATE.)

NEXT STEP IN IMPLEMENTING THE REQUIRED ACTION (INCLUDE ESTIMATED DATE OF COMPLETED ACTION)